



## RCAEOP GENERAL MEETING

**DATE:** November 7, 2019  
**TIME:** 5:00 pm  
**LOCATION:** RSD2, Conference Center, Columbia Place Mall

**Call to Order by:** Melody Wise Butler, CEOE, President

**Members in Attendance:** 30

**The Pledge of Allegiance led by:** April Turner, CEOE

**Approval of October 3, 2019, Minutes:** Motion by, Patti Christensen, CEOE, to accept the minutes as written. And second by Hope Eddy, CEOE. Motion passed.

**Professional Perspective** – Nona Montoya, CEOE, “The Break” – it’s important to take breaks.

B = Be Intentional with Who, What, Where, and When you give your time

R = Rest is necessary

E = Exercise your right to say No

A = Ask for Assistance

K = Keep Calm

President Butler, CEOE, announced Larissa Thurman has accepted the request to chair the Professional Growth Committee.

### **Committee Reports:**

Administrator of the Year – Darlene Montgomery, CEOE, thanked the committee members. Ms. Montgomery reported Dr. Sabrina Suber, Richland Northeast High School is RCAEOP’s Administrator of the Year. The application for SCAEOP Administrator of the Year has been submitted.

Community Service – Shelia Washington, CEOE, reported our next community service project Koinonia of Columbia. They are an Asset-Based Community Development (ABCD) non-profit in the community of Eau Claire. They help families help themselves. We will be needing volunteers to help during the Bethlehem Market on Saturday, December 7<sup>th</sup> at Eau Claire Baptist church from 1:00-5:00 pm. The students during the summer made items and during this market they will be selling the items.

Fundraising/Ways & Means – Jennifer Dyarmett, CEOE, - Belk’s Charity Fall Fundraising event is this Saturday, Nov. 9<sup>th</sup>. We still need volunteers for Richland Mall and Columbiana Mall. Village at Sandhill is covered.

Membership/Recruitment – President Butler, CEOE, reported for Nicole Williams, we have three new members. Ms. Griggs, Conder Elementary, Jessica R. Thompson, RSD2 Transportation, Vanessa McGill, SDC at Westwood High School. We welcome visitor Lorrie Holt from Dent Middle School.

Newsletter/Public Relations – President Butler, CEOE, reported for Heather Failla, CEOE, is still accepting articles for the January 2020 newsletter.

Office Professional of the Year – Jennifer Polson, Chair, reported Eronda Jackson, CEOE, is our Office Professional for the Year. The application for Office Professional for the Year for SCAEOP has been submitted.

Social Media/Marketing – President Butler, CEOE, reported for Tamika Sherman, CEOE, Valerie Williams, a recent new member, will be taking care of Linked In.

Student Scholarship – Rachel Phelps, CEOE, reported the committee will be meeting after this meeting. One item on the agenda will be to come up with a plan to reach out to all seniors in both school districts. Deadline is March 16, 2020. We have received one application. President Butler, CEOE, reported SCAEOP has received 67 scholarship applications. She will inquire how the RCAEOP committee reached out to potential applicants. President Butler, CEOE, discussed that RCAEOP needs to look at the scholarship deadline to possibly move before the SCAEOP deadline so RCAEOP may send names for the SCAEOP Scholarship application.

SCAEOP Conference – President Butler, CEOE, reported for Marybeth Gawrys, CEOE, plans are progressing. If you have a room booked but realize you are not going to attend, please do not call the hotel to cancel. You need to contact Laurie Cannon, CEOE. She has a waiting list for rooms. Registration deadline is January 3, 2020. Please submit your registration soon.

### **Upcoming Events/Announcements:**

SCASA Office Professional Conference – President Butler, CEOE, reported this conference is December 6, 2019, at Cooperative Conference Center.

### **Executive Board Items**

December RCEAOP meeting – the Executive Board is proposing the December Holiday meeting be catered, once again, by Little Pigs. There will be a brief meeting at 4:30 pm with fellowship at 5:00 pm including a gift exchange. The affiliate would spend no more than \$600. Jennifer Hedrick, CEOE, motioned to cater the meeting. Shelia Washington, CEOE, second the motion. Discussion ensued; Vote passed. A request was made for Gloria Deramus to bring her infamous pound cake. Please feel free to bring your favorite dessert.

Refreshment Committee - President Butler, CEOE, reported Delores Williams, CEOE, has resigned due to her retirement. President Butler, CEOE, asked if anyone is interested in taking this open position. Ijola Gladney, new member, volunteered to be Chair.

### **Meeting Adjourned: 5:56 pm**

Respectfully Submitted,  
Dee Dee S. Milakovich, CEOE, Secretary  
November 7, 2019